

# REGISTRATION

## Certified Maintenance Provider/Qualified Homeowner Maintenance Provider Course

The Mississippi State Department of Health, Division of On-Site Wastewater acknowledges your request to register as a Certified Maintenance Provider in the State of Mississippi. The Division must first receive from the Applicant:

- ▶ An Application (Form 454 E) provided by the Division
- ▶ \$125.00 fee (check or money order) for registration and examination

I. Once the Division receives your completed Application and registration fee, the Division will mail the following information in your Registration Packet:

- Notice (location/map, date and time)
- A copy of the Mississippi Individual On-site Wastewater Disposal Law
- A copy of the Regulation Governing Residential On-site Wastewater Disposal Systems: Certification
- Appendixes (Design Standards)

**THE LAW, CERTIFICATION REGULATION AND APPENDIXES WILL BE YOUR STUDY GUIDE. YOU ARE RESPONSIBLE FOR BRINGING THIS MATERIAL TO THE 1-DAY COURSE. THE EXAMINATION IS CLOSED BOOK.**

II. Once you have received the Registration Packet from the Division prepare to:

- Attend scheduled 1-day course

III. Once the Division has graded your exam, you will receive by mail within 30 days either:

- Notification of Passing
- Notification of Failing

IV. If you receive the Notification of Passing, you will need to submit to the Division within 30 days:

- \$400.00 for Certificate (Every 2 years)
- A copy of General Business Liability Insurance policy in effect with liability limits of \$50,000 per occurrence and at least \$100,000 in total aggregate amount. **Section 41-67-25(3)(d)**, except QHMP
- Verification from Certified Manufacturer as to having met training requirements and is Authorized and Qualified for the manufacturer's specific product
- A sample contract and/or list of services that you will be providing to the homeowner, except QHMP

**NOTE:** You will **not** receive your Certificate or CEU/PDH schedule without submitting the above items to the Division. If more than **31 days** lapse, you will be required to repeat the above process. Your Certificate will expire on **December 31** of each year; the Division will provide notification **60 days** prior to expiration.

V. If you receive the Notification of Failing, you will receive the following:

- Results
- Notice (location/map, date and time)

## Mississippi State Department of Health

Division of On-site Wastewater

2095 Dunbarton Drive

Suite 201

Jackson, MS 39216

(601) 364 – 2300 (Office)

(601) 364 – 2301 (Fax)